

United States Department of Justice  
Executive Office for Immigration Review  
Immigration Court  
Los Angeles, San Pedro and Lancaster, California

**Local Operating Procedures**

**Procedure 1. General**

All matters shall proceed at the time and date scheduled for hearing. Parties shall be prepared to go forward with their cases at that time.

**Procedure 2. Filing Procedure**

All documents and applications shall be filed at the public window in the waiting room of the Immigration Court during regular business hours as posted in the Immigration Court or as otherwise ordered by the Immigration Judge.

In addition to complying with 8 CFR 3.32, all documents and applications submitted for consideration by an Immigration Judge shall be 2-hole punched at the top of the page with holes 2 3/4 inches apart. All exhibits and documents in support of a motion or claim shall be paginated and shall have as a first page a table of contents with page number identification. The use of exhibit tabs with letter designations is recommended.

**Procedure 3. Motions for Change of Venue**

In addition to complying with 8 CFR 3.20, 3.23(a) and 3.32, all written motions for change of venue shall contain the Respondent's plea to the allegations and charge(s) contained in the charging document, the designation of a country in the event of deportation or a declination to designate such a country, the relief, if any, sought by the Respondent, the date and time of the scheduled hearing before the Immigration Judge, and the name of the Immigration Judge if any hearings have occurred prior to the filing of the motion to change venue.

#### **Procedure 4. Withdrawal/Substitution of Representation**

- Withdrawal of representation shall be requested by a written or oral motion to withdraw addressed to the Immigration Judge to whom the matter is assigned or her/his substitute, setting forth:
  - ⊗ The reason(s) for the request to withdraw,
  - ⊗ That a good faith effort was made to find alternate representation for the client, reciting the specific efforts made, or that a list of legal services programs and organizations was provided to the client,
  - ⊗ That the client was notified of the scheduled hearing(s) before the Immigration Judge, of the necessity of appearing at such hearing(s), and of the consequences of failure to appear.
- Substitution of representation shall be requested by written or oral motion addressed to the Immigration Judge to whom the matter is assigned accompanied by a Form EOIR-28, Notice of Entry of Appearance, completed by the attorney or representative to be substituted.

#### **Procedure 5. Continuances of Individual Calendar Hearings**

A request for a continuance of an Individual Calendar hearing shall be upon written motion supported by affidavit, or declaration under penalty of perjury, setting forth in detail the nature of the request and the reasons therefor. The motion shall include the date and time of the scheduled hearing, the alien's name and registration number, and the name of the Immigration Judge before whom the matter is set. The request will be rejected unless all required information is provided.

The request shall be filed with the Immigration Court not later than fourteen (14) calendar days prior to

the date of the scheduled hearing. A hearing on the request for a continuance will be held at 1:00 p.m. on the next business day following the day of filing. Failure to appear at the time and date scheduled will be deemed an abandonment of the request and result in the denial of the continuance.

This procedure does not apply to Master Calendar matters.

Effective date: April 6, 1992

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#### Court Locations and Mailing Addresses

##### Los Angeles Immigration Court

606 S. Olive Street, 15th Floor

Los Angeles, California 90014

(213)894-2811

##### Lancaster Immigration Court

45100 N. 60th Street, West

Lancaster, California 93536

(805)942-8633

##### San Pedro Immigration Court

2001 Seaside Ave., Room 136

San Pedro, California 90731

(310)732-0754

